



# Minutes

## Board of Commissioners Regular Meeting

7 p.m. April 8, 2024

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

**Present:** Mayor Mark Bell and commissioners Meaghun Darab, Robb English, Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd

**Staff:** Assistant Town Manager and Community Services Director Matt Efird, Stormwater Program Coordinator Heather Fisher, Lead for NC Fellow Marshall Grayson, Stormwater and Environmental Services Manager Terry Hackett, Police Chief Duane Hampton, Stormwater Technician Claire Hansen, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey and Town Manager Eric Peterson

### Opening of the meeting

Mayor Mark Bell called the meeting to order at 7 p.m.

#### 1. Public charge

Bell did not read the public charge.

#### 2. Audience comments not related to the printed agenda

Hillsborough resident Carol Goodnight requested the town terminate the marketing of religious beliefs on town banners and reallocate funds to other services. She said pride flags represent a moral belief system but do not represent all moral belief systems.

#### 3. Agenda changes and approval

There were no changes.

**Motion:** Commissioner Kathleen Ferguson moved to approve the agenda as presented. Commissioner Evelyn Lloyd seconded.

**Vote:** 4-0. Absent: Commissioner Matt Hughes.

#### 4. Presentations

##### A. Introduction of Police Lt. Richard Hooks and public reaffirmation of his oath of office

Police Chief Duane Hampton introduced Police Lt. Richard Hooks to the board to reaffirm his oath of office, with the mayor administering the oath. Hooks' daughters affixed his badge.

##### B. Stormwater Program Update

Stormwater and Environmental Services Manager Terry Hackett gave an update on the town's stormwater program. Key points included information on:

- Renewal of the National Pollutant Discharge Elimination System permit.
- Status of the Falls Lake Rules readoption process. All Upper Neuse River Basin Association member governments have approved the Consensus Principles II, allowing the N.C. Department of Environmental Quality to review a North Carolina Collaboratory report and begin the rule readoption process within the next six months.

- Staffing updates and future needs. Hackett introduced Stormwater Technician Claire Hansen and explained an additional Public Works equipment operator funded by his division is needed in Fiscal Year 2026.

Stormwater Program Coordinator Heather Fisher also provided an update on the Odie Street Green Infrastructure project.

Hughes joined the meeting at 7:14 p.m.

**5. Items for decision – consent agenda**

- A. Minutes
  - Regular meeting March 11, 2024
  - Work session March 25, 2024
- B. Miscellaneous budget amendments and transfers
- C. Proclamation in Recognition of Volunteer Appreciation Week
- D. Appoint Commissioner Kathleen Ferguson as the voting delegate for the North Carolina League of Municipalities 2024-2025 Board of Directors Election
- E. Cates Creek Park Skate Spot Contingency Allocation

Motion: Ferguson moved to approve all items on the consent agenda. Commissioner Meaghun Darab seconded.

Vote: 5-0. Nays: None.

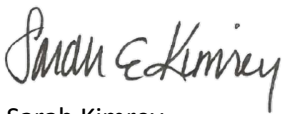
**6. Updates**

- A. Board members
  - Board members gave updates on the committees and boards on which they serve.
- B. Town manager
  - Town manager Eric Peterson highlighted staff progress on the budget and explained that the recent rate model study may not be finalized by the budget proposal presentation.
- C. Staff (written reports in agenda packet)
  - There were no additional updates.

**7. Adjournment**

Mayor Bell adjourned the meeting at 8:12 p.m.

Respectfully submitted,



Sarah Kimrey  
Town Clerk  
Staff support to the Board of Commissioners

FY 2023-2024

**TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT**

DATES: 04/08/2024 TO 04/08/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF	10-00-9990-5300-000 CONTINGENCY						
Contingency	Website accessibility license	41758	04/08/2024	EBRADFORI	450,000.00	-5,078.00	0.00
Admin. Services	10-10-4200-5300-080 TRAINING/CONF./CONV. Website accessibility license	41759	04/08/2024	EBRADFORI	22,050.00	-302.00	21,748.00
Admin. Services	10-10-4200-5300-113 LICENSE FEES Website accessibility license	41757	04/08/2024	EBRADFORI	17,872.00	5,380.00	24,177.68
Safety & Risk	10-10-6600-5300-332 SUPPLIES - OSHA To cover paper scrubs order for Police.	41732	04/08/2024	JFernandez	50,775.00	-1,000.00	62,994.55
Safety & Risk	10-10-6600-5300-350 UNIFORMS To cover paper scrubs order for Police.	41733	04/08/2024	JFernandez	0.00	1,000.00	1,500.00
Solid Waste	10-30-5800-5300-330 SUPPLIES - DEPARTMENTAL To move decal expense	41750	04/08/2024	EBRADFORI	2,500.00	-5,075.00	2,500.00
Solid Waste	10-30-5800-5300-570 MISCELLANEOUS To move decal expense	41751	04/08/2024	EBRADFORI	1,000.00	1,900.00	2,900.00
Solid Waste	10-30-5800-5700-740 CAPITAL - VEHICLES To move decal expense	41752	04/08/2024	EBRADFORI	130,000.00	3,175.00	497,329.06
W&S Revenue	30-71-3870-3870-066 TRANSFER FROM FUND 66-WFER Apply Bond Proceeds to Debt Pymt	41741	04/08/2024	EBRADFORI	0.00	222,609.38	222,609.38
Water Dist.	30-71-8140-5982-001 TRANSFER TO UTIL CAP IMPROV FUND Air Release Valves & OWASA BPS	41740	04/08/2024	EBRADFORI	14,537.00	222,609.38	1,487,593.78
Water Dist.	30-80-8140-5300-130 UTILITIES To correct account code for gasoline.	41753	04/08/2024	JFernandez	47,500.00	-2,500.00	45,000.00
Water Dist.	30-80-8140-5300-145 MAINTENANCE - BUILDINGS To cover alarm cable replacement at AFT.	41765	04/08/2024	JFernandez	2,000.00	81.00	2,081.00
Water Dist.	30-80-8140-5300-310 GASOLINE To correct account code for gasoline.	41754	04/08/2024	JFernandez	27,500.00	2,500.00	30,000.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL To cover alarm cable replacement at AFT.	41764	04/08/2024	JFernandez	131,440.00	-81.00	128,888.64
WW Collect.	30-80-8200-5300-130 UTILITIES To correct account code for gasoline.	41755	04/08/2024	JFernandez	57,500.00	-2,500.00	55,000.00
WW Collect.	30-80-8200-5300-145 MAINTENANCE - BUILDINGS To cover alarm cable replacement at AFT.	41767	04/08/2024	JFernandez	2,000.00	81.00	2,081.00
WW Collect.	30-80-8200-5300-310 GASOLINE To correct account code for gasoline.	41756	04/08/2024	JFernandez	28,250.00	2,500.00	30,750.00
WW Collect.	30-80-8200-5300-330 SUPPLIES - DEPARTMENTAL To cover alarm cable replacement at AFT.	41766	04/08/2024	JFernandez	80,500.00	-81.00	80,569.06
WFER Cap. Proj.	66-00-3900-3900-000 FUND BALANCE APPROPRIATION Apply bond proceeds to WFER debt pymt	41744	04/08/2024	EBRADFORI	0.00	222,609.38	222,609.38
WFER Cap. Proj.	66-71-8130-5970-920 TRANSFER TO WATER SEWER FUND Apply bond proceeds to WFER debt pymt	41742	04/08/2024	EBRADFORI	0.00	222,609.38	222,609.38
Utilities Cap. Proj.	69-22-3300-3310-015 GRANT - FEMA - BRIC To establish grant budget	41746	04/08/2024	EBRADFORI	0.00	5,732,175.00	5,732,175.00
Utilities Cap. Proj.	69-22-3800-3800-350 MISCELLANEOUS JFernandez		04/02/2024	4:49:08PM			

FY 2023-2024

**TOWN OF HILLSBOROUGH  
 BUDGET CHANGES REPORT  
 DATES: 04/08/2024 TO 04/08/2024**

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
To establish grant budget	41747	04/08/2024	EBRADFORI	1,935,000.00	-5,732,175.00	0.00
Utilities 69-34-3870-3870-512 TRANSFER FROM WSF - OWASA BPS						
Cap. Proj. Adj per actual	41749	04/08/2024	EBRADFORI	90,000.00	565,600.00	655,600.00
Utilities 69-34-3980-3980-308 INSTALL. FIN./OWASA BPS						
Cap. Proj. Adj per actual	41748	04/08/2024	EBRADFORI	0.00	-565,600.00	0.00
Utilities 69-39-3870-3870-516 TRANSFER FROM WSF-AIR RELEASE VALVE						
Cap. Proj. Apply WFER Bond Proceeds	41739	04/08/2024	EBRADFORI	0.00	120,926.00	150,000.00
Utilities 69-39-3980-3980-300 DEBT ISSUANCE PROCEEDS						
Cap. Proj. Apply WFER Bond Proceeds	41738	04/08/2024	EBRADFORI	0.00	-120,926.00	0.00
TDA 73-51-6250-5300-540 INSURANCE						
To cover treasurer's bond invoice.	41735	04/08/2024	JFernandez	980.00	42.00	1,022.00
Change to TDA meeting date.	41760	04/08/2024	JFernandez	980.00	-42.00	980.00
TDA 73-51-6250-5300-570 MISCELLANEOUS						
To cover treasurer's bond invoice.	41734	04/08/2024	JFernandez	3,500.00	-42.00	3,458.00
Change to TDA meeting date.	41761	04/08/2024	JFernandez	3,500.00	42.00	3,500.00
					890,437.52	

APPROVED: 5/0

DATE: 4/8/24

VERIFIED: \_\_\_\_\_ *Sam E. Kimrey*



## PROCLAMATION

### Recognizing Volunteer Appreciation Week

April 21-27, 2024

**WHEREAS**, National Volunteer Week is an opportunity to recognize and honor the countless individuals who selflessly invest in the lives of others; and

**WHEREAS**, volunteers are finding unique and innovative ways to spread joy and meet the emotional, physical, and spiritual needs of others; and

**WHEREAS**, volunteering one's time, talents and resources has been an integral part of our heritage since the early days of our nation and it is essential that we continue this tradition of giving and sharing to preserve and improve the quality of life for all members of our community; and

**WHEREAS**, experience teaches us that government by itself cannot solve all of our nation's problems; and the giving of oneself in service to another empowers the giver and the recipient; and

**WHEREAS**, our volunteers are a great treasure; and

**WHEREAS**, each year a special week is designated in our nation for the dual purpose of recognizing those who give of themselves and of encouraging all to become involved in volunteer work; and it is fitting at this time that we say, "THANK YOU!" to all individuals, groups, boards and committees, and businesses who have given time, energy, and resources in the Town of Hillsborough through volunteer service;

**NOW, THEREFORE**, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim April 21-27, 2024 as Volunteer Appreciation Week in the Town of Hillsborough.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 8th day of April in the year 2024.



*Mark Bell*

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Mark Bell, Mayor  
Town of Hillsborough



# ORDINANCE

## Capital Project Amendment

### Cates Creek Skate Park

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

**Section 1.** Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Skate Park	\$320,000	\$30,000	\$350,000

**Section 2.** Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Skate Park	\$320,000	\$30,000	\$350,000

**Section 3.** This capital project will close automatically upon projection completion.

**Section 4.** Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 8<sup>th</sup> day of April in the year 2024.

Ayes: 5  
Noes: 0  
Absent or excused: 0



  
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Sarah E. Kimrey, Town Clerk

**TOWN OF HILLSBOROUGH  
 UPDATE BUDGET CHANGES**

FY 2023-2024  
 PRINT ONLY

2023-2024 BUDGET

<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
<b>Revenue</b>					
<b>10</b>					
10-00-3900-3900-000 FUND BALANCE APPROPRIATION	4/8/2024	41768	2,023,552.61	30,000.00	2,053,552.61
Cover 10% construction contingency at Skate Park.					
<b>Total for 10</b>			2,023,552.61	30,000.00	2,053,552.61
<b>60</b>					
60-27-3870-3870-407 TRANSFER FROM GF - SKATE PARK	4/8/2024	41771	320,000.00	30,000.00	350,000.00
Cover 10% construction contingency at Skate Park.					
<b>Total for 60</b>			320,000.00	30,000.00	350,000.00
<b>Total for Revenue</b>			2,343,552.61	60,000.00	2,403,552.61
<b>Expenditure</b>					
<b>10</b>					
10-71-6300-5982-006 TRANSFER TO GEN CAP IMPROV FUND	4/8/2024	41769	425,003.00	30,000.00	455,003.00
Cover 10% construction contingency at Skate Park.					
<b>Total for 10</b>			425,003.00	30,000.00	455,003.00
<b>60</b>					
60-27-6300-5700-780 SKATE PARK	4/8/2024	41770	320,000.00	30,000.00	350,000.00
Cover 10% construction contingency at Skate Park.					
<b>Total for 60</b>			320,000.00	30,000.00	350,000.00
<b>Total for Expenditure</b>			745,003.00	60,000.00	805,003.00
<b>Grand Total</b>			3,088,555.61	120,000.00	3,208,555.61

APPROVED: 5/0

DATE: 4/8/24

VERIFIED: \_\_\_\_\_

